

<b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE 1 OF 3 PAGES	
2. AMENDMENT/MODIFICATION NO. 02		3. EFFECTIVE DATE 05/22/2002		4. REQUISITION/PURCHASE REQ. NO.	
				5. PROJECT NO. (If applicable)	
6. ISSUED BY CODE		7. ADMINISTERED BY CODE			
USAID - Office of Procurement M/OP/G/DGHCA Room 7.09-103 1300 Pennsylvania Avenue, NW Washington, DC 20523-7100		(If other than Item 6)			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP code)  TO ALL POTENTIAL APPLICANTS				X	
				9A. AMENDMENT OF SOLICITATION NO. EGAT/AFS-02-002	
				9B. DATED (SEE ITEM 11) 03/22/2002	
				<input type="checkbox"/> 10A. MODIFICATION OF CONTRACT/ORDER NO.	
				<input type="checkbox"/> 10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended <input type="checkbox"/> is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>3</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
<input type="checkbox"/> A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
<input type="checkbox"/> B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY					
<input type="checkbox"/> C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
<input type="checkbox"/> D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)					
The purposes of this amendment is to: 1) extend the closing date to June 5, 2002; 2) specify the delivery instructions for submission of applications; and 3) include ADS 519 - Building Support Services.					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16A NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Mark A. Walther, Contracting Officer	
				16B. UNITED STATES OF AMERICA	
(Signature of person authorized to sign)				(Signature of person authorized to sign)	
				16C. DATE SIGNED	

The specific changes are as follows:

1. Section L.. SUBMISSION OF APPLICATION

a. Delete the closing date "May 31, 2002" and replace with "June 5, 2002". The closing time shall remain unchanged.

b. Insert the following Application delivery instructions"

"Due to the events of last year, security at the federal building housing USAID has been significantly increased. As such it is necessary that applicants planning to deliver their proposals (in boxes) by other than USPS, UPS or FedEx be aware of these additional security requirements. The Freight Delivery Request Form is attached.

Applicants delivering applications through carriers other than the USPS, UPS, or FedEx must complete a Freight Delivery Request Form and provide it to the contact person for this RFA within 96 hours in advance of delivery. The RRB loading dock is an acceptable place for delivery. The actual time of USAID's acceptance is when the RRB loading dock representative accepts the delivery."

2. Instructions from ADS 519 - Building Support Services is provided below:

**\*\*519.3.3.2 Deliveries to Loading Docks**  
Effective Date: 04/22/2002

USAID delivery hours are from 9:00 a.m. to 3:00 p.m., Monday through Friday. Deliveries to be made before 9:00 a.m. or after 3:00 p.m. must receive prior approval from M/AS/CPD.

Advance notice of 72 hours must be given for all deliveries to the RRB. A Freight Delivery Request Form, available from M/AS/CPD, must be filled out by the freight company, then signed by the customer in USAID and forwarded to M/AS/CPD. GSA does not accept unscheduled deliveries. Deliveries through the ground-level doors, on either the 13<sup>th</sup> street, the 13 ½ street, or the 14<sup>th</sup> street, are strictly prohibited and will be turned away.

All vendors must report to the Southeast Federal Center, 3<sup>rd</sup> & M Street SE, Washington, DC, for security scanning prior to reporting to the RRB. When the scanning is complete, the vendor has 30 minutes to report to the RRB. **(NOTE: APPLICANTS DROPPING OFF APPLICATIONS WILL NOT HAVE TO REPORT TO THE SOUTHEAST FEDERAL CENTER.)**

The Loading Dock entrance is located at the 14th Street, South entrance to the RRB. The security guard will check for a valid state driver's license or commercial driver's license (CDL), vehicle registration card, and Bill of Lading/Manifest, and will inspect the vehicle for security purposes.

Vendors making repeat daily deliveries (such as United Parcel Services (UPS), Federal Express (FedEx), and U.S. Postal Services) must submit an annual roster with the required information to M/AS/CPD for the primary and alternate driver. Any changes to this roster must be immediately reported to M/AS/CPD.

Preferred truck size is 55 feet from bumper to bumper. If a larger truck is needed, the maximum trailer size is 45 feet, and the cab has to be parked in another bay. Arrangements must be made in advance with M/AS/CPD to ensure that a bay will be available to park the cab during off-loading.

Vendors must mark at least two sides of all deliveries with the following information, which must also be included on the packing slip:

AGENCY: [USAID, USAID customer's Office symbol]

NAME: [USAID customer's name]

ADDRESS: 1300 Pennsylvania Avenue, NW, [USAID customer's Room number]  
Washington, DC 20523

PHONE NUMBER: [USAID customer's phone number]

The driver is responsible for ensuring that all goods and materials are scanned through the loading dock X-ray machine. The driver must provide hand trucks, pallet jacks, or any other equipment needed to unload the delivery.

After the goods have been inspected and approved by the GSA Dock Guards, the USAID Designated Receiving Agent will deliver them to the customer for USAID."

*Ronald Reagan Building & International Trade Center*

**FRIEGHT DELIVERY REQUEST FORM**

**TO:** RRBITC Loading Dock Manager  
Federal Protective Service



**FROM:** CUSTOMS: EPA: GSA: TCMA: USAID: WW  
OTHER: \_\_\_\_\_  
------(Circle One) -----

RFP #: EGAT/AFS-02-002

OFFEROR: \_\_\_\_\_

**FREIGHT DELIVERY COMPANY INFORMATION**

Name of Freight Company making delivery	Phone #	Date of arrival
Freight Co. Contact Person	Fax #	Estimated Time of arrival

Driver's Name	Driver's Lic # & State	Date of Birth
Alternate Driver	Driver's Lic # & State	Date of Birth

Vehicle Description (i.e., tractor trailer, etc)	Type	Make	Tag #
	Length	Model	State

Description of material being delivered
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**AGENCY/ TENANT REQUESTING DELIVERY**

Agency/ Tenant Contact Person	Phone # (202) 712-5592 or (202) 712-4939
USAID, Bhavani Pathak or Josette Lewis	Fax # (202) 216-3579

Signature
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**Deliveries to the B-2 loading dock require 72 hours notice.**  
**All deliveries are subject to an off-site security inspection by the Federal Protective Service**

B-2 Loading Dock  
Ph. # (202) 789-4388  
Fax # (202) 789-5342

**THIS DOCUMENT CONTAINS INFORMATION COVERED BY THE PRIVACY ACT**

